

## **SECTION E**

### **MANAGING PAYROLL**

#### **INTRODUCTION:**

The HR Personnel Specialist will need to utilize the MyCalPAYS Payroll Calendar to be aware of cut off dates and payroll cycles. The MyCalPAYS decentralized Payroll Calendar can be found at the following link [http://www.sco.ca.gov/ppsd\\_decentcal.html](http://www.sco.ca.gov/ppsd_decentcal.html). It is important that all data changes and benefit changes are submitted in a timely manner to allow for processing before cut-off dates.

Payroll runs are referred to as:

1. Master Payroll (monthly, semi-monthly, bi-weekly, weekly)
2. Off-cycle Payroll (scheduled usually one week after the Master Payroll)

The following information describes the things you will need to do to prepare for the different payroll runs and to ensure that warrants are issued correctly to the employee and if not, whom needs to be contacted in order to assist departments in correcting it.

#### **01 MASTER PAYROLL**

There are several payroll areas within MyCalPAYS. They are identified as follows:

- M1 – Monthly Negative
- M2 – Monthly Positive
- B2 – Biweekly Positive
- M3 – Statutory Elect/Appt
- S1 – Semimonthly Negative
- S2 – Semimonthly Positive
- UN – Unpaid

#### **Prior to Master Payroll Run:**

##### **Miscellaneous Changes**

Utilizing both Legacy and MCP forms, submit all data changes and updates to the “Once in MyCalPAYS” Specialist as they occur but no later than 5 days before the cut-off date for the appropriate payroll area. The PERID and Remedy Ticket number should be on all forms submitted. The “Once in MyCalPAYS” Specialist may contact the HR Personnel Specialist with any questions regarding changes that are submitted.



See Section C (Live to Non-live) or Section D (Concurrent Employment) for what forms are required for each kind of data change or update being submitted.

## 02 AUDIT/CORRECTION PERIOD FOR MASTER PAYROLL

In MyCalPAYS, there is a three day Correction Period after to the Master Personnel Cutoff in which corrections to employee's records can be made to ensure that a correct warrant issues on payday. During this period payroll is left open so that the "Once in MyCalPAYS" Specialist may review the records to identify potential errors in employee records that may cause an employee's pay to issue incorrectly. The "Once in MyCalPAYS" Specialist will review the records and identify any potential errors, overpayments, etc. During the Correction Period the "Once in MyCalPAYS" Specialist will work with departments, if needed, to correct payroll errors. At the end of the three day correction period, payroll is exited and run. It is important to make every effort to submit data correctly and on-time to minimize errors and corrections. If a correction cannot be made during this period, your options are:

- Wait for the scheduled Off-Cycle Payroll or the next Master Payroll.
- Process payments through your Office Revolving Fund (ORF). Notify the "Once in MyCalPAYS" Specialist if you do this. A MCP 014 will need to be submitted so that direct deposit can be cancelled.

## 03 OFF-CYCLE PAYROLL

The Off-Cycle Payroll run is a scheduled payroll run but does NOT have a correction period. The Off-Cycle Payroll run replaces the many daily payroll runs in legacy. It is typically scheduled about a week after a Main Payroll run. It can be used for miscellaneous payments, bonus payments, overtime, or any actions missed during the Master Payroll Cutoff.

Requests for Off-Cycle payments must be keyed by the designated Off-Cycle Payroll Cutoff date for the appropriate payroll area in order for it to issue on the next Off-Cycle pay day for that payroll area.

After the Off-Cycle Payroll Run, the department will receive the Remuneration Statement for any payments that have issued.

Refer to the payroll calendar for the Off-Cycle Payroll Run dates when submitting documents to the "Once in MyCalPAYS" Specialist for processing. Documents **must** be received by the "Once in MyCalPAYS" Specialist five business days **before** the Off-Cycle Payroll Run in order to be processed for the Off-Cycle Payroll Run.

## **04 OVERPAYMENTS**

Based on Constructive Receipt (see section F, Interim Process Binder Terminology Guide for definition), the gross recovery method will be used in MyCalPAYS for collecting overpayments. The gross recovery method means that the entire gross amount of the overpayment is collected.

Overpayments, or Accounts Receivables as they are known in legacy, are identified in a number of ways. The most common way that overpayments will be identified is after the initial payroll run in MCP. As a result, the “Once in MyCalPAYS” Specialist will most often discover overpayments before the department HR Personnel Specialist does. It is possible, however, that the department HR Personnel Specialist could determine or believe that an overpayment has occurred. If that happens, contact the “Once in MyCalPAYS” Specialist as soon as possible. This will allow for timely reconciliation of the overpayment. When an overpayment is discovered, the “Once in MyCalPAYS” Specialist and the department HR Personnel Specialist will work together to validate and/or identify and correct any errors that may have triggered the overpayment.

If an overpayment is valid and correct, the department HR Personnel Specialist will notify the employee of the overpayment using their current notification procedures for collecting overpayments. Employees can choose one of three methods for paying back overpayments. Those methods include using leave quotas (if permitted by the employee’s bargaining unit), payroll deduction, and agency collection. When the employee has made a decision regarding the collection method of the overpayment, the department HR Personnel Specialist will notify the “Once in MyCalPAYS” Specialist who will then update MCP with the appropriate repayment method. The “Once in MyCalPAYS” Specialist can provide the department HR Personnel Specialist of the status of the overpayment collection each pay period until the total amount of the overpayment has been collected.

## **05 POST PAYROLL**

After the payroll has been exited departments will receive payroll reports and any warrants (from Disbursements) for distribution.

### **Reports**

The “Once in MyCalPAYS” Specialist may provide departments with some or all of the following reports, as necessary, within a few days after payroll has been exited:

- Remuneration Statements
- Employee List (Master Payroll Only)
- Garnishment Report

Review each report carefully and compare the data with the data changes/updates and time data that you provided to the “Once in MyCalPAYS” Specialist. If it’s determined that there are items that require corrections, contact the “Once in MyCalPAYS” Specialist.



There are two reports that will be provided to department Accounting Offices to assist in payroll reconciliation. These reports are the SM62 and the Payment History File (PFT). The MyCalPAYS Operations unit will contact the department Accounting Office to arrange for these reports to be provided.

### **Time Data**

A timesheet will need to be submitted to the “Once in MyCalPAYS” Specialist for each live in MyCalPAYS employee in your department. The STD 634 MCP can be found at the following link <http://www.documents.dgs.ca.gov/osp/pdf/std634mcp.pdf>. Be sure to include the PERID and Remedy Ticket number on the timesheet. Please do not include the employee’s social security number on the timesheet. Upon completion, timesheets can be scanned and emailed to the “Once in MyCalPAYS” Specialist at [mcpalways@sco.ca.gov](mailto:mcpalways@sco.ca.gov) or faxed to the “Once in MyCalPAYS” Specialist at (916) 319-9384.

Submission dates for timesheets:

- M1 payroll: The first day of the pay period for the prior month
- M2 payroll: The first day of the pay period for the prior month